

**COLUMBUS DIVISION OF FIRE**  
**FIRE PREVENTION BUREAU**  
3639 Parsons Avenue, Columbus, OH 43207  
(614) 645-7641 Extension 7-5608  
(614) 645-6637 Fax



**APPLICATION FOR BURN PERMIT**

A burn permit must be obtained from the Columbus Division of Fire any time **any** material is to be ignited outdoors within the boundaries of the City of Columbus. **This application must be completed in full and must be received by the Columbus Division of Fire no later than 10 business days prior to the proposed date of burning.** Checks / money orders should be made payable to City of Columbus Treasurer / Fire and are the only acceptable means of payment. Failure to provide specific and accurate answers to the questions asked will result in the application being disapproved. If for any reason an application is disapproved, an inspection fee of \$20.00 will be collected and all other fees will be returned. Permits are approved for the applicant only and are not transferable. Permits are valid only for the time period requested and approved by the Columbus Division of Fire.

**Today's Date:** \_\_\_\_\_  
**Applicant's Name:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Day) (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Emergency)  
**Fax:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Email:** \_\_\_\_\_  
**Social Security, Driver's License, or State ID No.:** \_\_\_\_\_  
**Proposed Burn Date:** \_\_\_\_\_ **Time: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_  
**Proposed Rain Date:** \_\_\_\_\_ **Time: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_  
**Proposed Type of Burn:**  
\_\_\_\_\_ Ceremonial/Symbolic\* \_\_\_\_\_ Bonfire  
\_\_\_\_\_ Fire Extinguisher Demo \_\_\_\_\_ Other (Specify) \_\_\_\_\_  
**Location:** \_\_\_\_\_

**Land use:** Private \_\_\_\_\_ Public \_\_\_\_\_  
**Fee:** Residential \$50.00 \_\_\_\_\_ Bonfire / All others \$100.00 \_\_\_\_\_

\* For purposes of this permit, ceremonial/symbolic burnings are those characterized by the use of materials for burning that have, or could have direct association with belief systems, and/or which are representations of philosophical, political or religious positions. Examples include, but are not limited to, flags, court decisions, copies of religious texts, etc.

**Columbus City Code Section 2321.13** prohibits any person from knowingly making a false statement or knowingly swearing or affirming the truth of a false statement previously made when the statement is made with the purpose to secure the issuance by a governmental agency of a license or permit, or when the statement is made with purpose to mislead a public official in performing his official function. A violation of this section is a first-degree misdemeanor, punishable by up to 6 months in jail and a one thousand dollar fine. Under penalty of C.C.C. 2321.13, applicant hereby affirms as true all of the information provided in this application.

X \_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approval of this permit does not relieve the applicant of any potential civil liability resulting from the open burning.

**FOR OFFICIAL USE ONLY** **Battalion:** \_\_\_\_\_ **Engine:** \_\_\_\_\_  
**Date faxed to B/C** \_\_\_\_\_ **Site Approved: Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**Reason:** \_\_\_\_\_  
**Fire Officers Signature** \_\_\_\_\_ **Rank** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Specifications:**

In order to process and approve this application, the following information must be provided in detail.

1. Give the exact location of the requested burn, referencing landmarks, (trees, bushes, houses, garages, barns, etc.), intersections and buildings. Indicate whether the property is public or private.
2. If the location is on private property:
  - a. Provide written consent from the property owner for use of the property in open burning.
  - b. Specify what, if any, accelerants are to be used.
3. Specify the time and date for the requested burn.
4. Specify the type and quantity of material requesting to be burned.
5. Specify how the requested burn material is to be ignited.
6. If burn is to be held in a container, the applicant must provide a photograph of the container for approval by the Columbus Division of Fire.

All requested specifications that do not create or add to a hazardous condition for persons or property will be approved. Any open burning conducted under this permit must be conducted in accordance with the specifications approved by the Columbus Division of Fire. Any deviations from the approved specifications shall constitute unlawful open burning. This will result in the permit being voided and will subject the permit holder to potential civil and/or criminal liability.

## **Requirements:**

1. The burning location must not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading within 50 feet of any structure. Fires will be permitted not less than 15 feet from any structure provided the burn is conducted in a container approved in conjunction with this application by the Columbus Division of Fire. O.A.C. 1301:7-7-03,(307.4)
2. Any open burning shall be constantly attended by the permit holder until the fire is extinguished. At least one portable fire extinguisher with a minimum 4-A rating, or any other fire extinguishing equipment as deemed necessary by the fire official upon issuance of the permit shall be provided by the permit holder and readily available at all times the permit is in effect. O.A.C. 1301:7-7-03,(307.3)
3. Approved materials shall be ignited only by the permit holder. The permit holder shall not permit any other person to ignite materials or add them to the fire, regardless whether the materials have been pre-approved by the permit.

Failure of a permit holder to meet any one of these requirements will result in the denial of a permit application or revocation of a permit by any authorized Fire Official.

## **Guidelines for Burning and Permit Approval**

Permits will be approved to the extent that the requested activity does not create or add to a hazardous condition for persons or property. Approval of all burn permits and any open burning conducted under a permit issued in accordance with this section are subject to the following standards as well as those set forth in the Ohio Administrative Code Section 1301:7-7-03.

1. The volume of the materials to be burned will be governed by the burning location and will be subject to pre-approval of the fire official.
2. No site shall be approved for an open burning permit where the intent of the contractor or any other applicant is to transport any material, whether clean fuel or otherwise, from the location where it was produced to the site under consideration for the purpose of disposing of the material by open burning.

3. Open burning shall not be permitted for waste disposal.

Rev 03/07

4. No open burning shall be permitted during an air pollution alert, warning or emergency (as determined by the Ohio Environmental Protection Agency) for the City of Columbus area. Any officer authorized to enforce this chapter may prohibit any or all-open burning when local circumstances make such fires hazardous or undesirable. O.A.C. 1301:7-7-03,(307.2.1)
5. **Open Burning Prohibited** O.A.C. 1301:7-7-03,(307.1.1) The code official shall prohibit open burning that will be offensive or objectionable due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous. The code official shall order the extinguishment, by the permit holder or the fire department, of any open burning that creates or adds to a hazardous or objectionable situation.
6. The use of accelerants for purposes of open burning shall be prohibited upon public property. Accelerants pre-approved by the division of fire may be used on private property upon written consent of the property owner submitted with the burn permit application.
7. No burn permit shall be issued for use at a location where a street occupancy permit has previously been issued by the City of Columbus without express written permission from the occupancy permit holder if that permit holder and the burn permit applicant are not one in the same.

### **Bonfires**

The above guidelines apply to bonfires in addition to the following requirements.

1. A bonfire shall not be more than 5 feet by 5 feet in dimension and shall not burn longer than 3 hours. The size and duration shall not be increased unless it is determined by the fire official that fire safety requirements of the situation and the desirable duration warrant the increase.
2. Fuel for the bonfire shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. The fire shall not be utilized for waste disposal purposes, and the fuel shall be chosen to minimize the generation of air contaminants.
3. All permits shall be requested and issued to the owner of the property where the bonfire is located. O.A.C. 1301:7-7-03,(307.2)

***Any burning conducted in violation of the above listed specifications, requirements or guidelines shall be grounds for immediate voiding of the approved permit and shall subject the permit holder to criminal and/or civil liability.***